

U. S. DEPARTMENT OF COMMERCE
EMPLOYEE ACKNOWLEDGMENT STATEMENT AND
APPROVING OFFICIAL CERTIFICATION STATEMENT

I certify that I (1) have received, read and understand the policies and procedures prescribed by the DOC Travel Handbook issued by the Director for Executive Budgeting and Assistance Management, pertaining to the Citibank Government Travel Card Program; (2) will abide by such policies, procedures, and other instructions as may be issued by the Department, my bureau/operating unit and the contractor/card issuer concerning the use of the card issued to me; and (3) acknowledge that the card is to be used only for expenses incurred incident to officially authorized Government travel.

(1) _____
Employee Signature and Date

Name (Type or Print)

Title

Organization and Bureau

Date On-Line Training Course was completed

(2) _____
Approving Official/Supervisor Signature and Date

Name (Type or Print)

Title

Telephone Number

NOTE TO EMPLOYEE: Your Citibank Government travel card application will not be processed unless accompanied by this completed and signed form. In addition, you must complete the NWS Travel Card On-line Training which can be found at the following web site: <https://bestpractices.nws.noaa.gov/contents/travel/index.php> .

NOTE TO APPROVING OFFICIAL/SUPERVISOR: Your signature certifies that this employee is authorized to obtain the Citibank Government travel card. You will be notified of any inappropriate charges or if the employee's account becomes delinquent.